

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER  
BOARD OF EDUCATION-JOINT OPERATING COMMITTEE**

**April 15, 2024**

**AGENDA**

**5:00 p.m. – Executive Session**

**5:30 p.m. – Public Meeting**

- |       |   |   |
|-------|---|---|
| I.    | Call to Order   | Ms. Tennesen                              |
| II.   | Pledge to the Flag  |   |
| III.  | Reading of the Pennsylvania Sunshine Act                                    | Ms. Tennesen                              |
| IV.   | Roll Call   | Mr. Evans                                 |
| V.    | Approval of Minutes of March 18, 2024 as received via email and postal mail |   |
| VI.   | Communication from Citizens (Agenda Items Only)                             |   |
| VII.  | Treasurer’s Report  | Mr. Atherton                              |
| VIII. | Committee Reports:  |   |
|       | a. Finance Committee Report   | Mr. Atherton                              |
|       | b. Building Committee Report  | Ms. McCurdy                               |
|       | c. Solicitor’s Report   | Attorney Wendolowski<br>Attorney Bufalino |
|       | d. Personnel Committee Report   | Mr. M. Quinn                              |
| IX.   | Practical Nursing Report  | Mr. M. Quinn                              |
| X.    | Administrative Director’s Report  | Dr. Guariglia<br>Administrative Director  |
| XI.   | Old Business  |   |
| XII.  | New Business  |   |
| XIII. | Communication from Citizens   |   |
| XIV.  | Adjournment   |   |

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**AGENDA**

**FINANCE COMMITTEE REPORT**

1. Approval is requested to renew the Food Service Management Contract to Nutrition Group for July 1, 2024-June 30, 2025. Year one (1) of the four (4) year RFP. Cost per meal is \$3.0557.
2. Approval is requested to solicit bids for the following items for the Auto Mechanics Shop:
  - a. 3D-HDTechnology Wheel Alignment System
  - b. Alignment Lift System 14K to 22K Capacities
3. Approval is requested to adopt the following Resolution concerning the 2023-2024 school year audit:

**RESOLUTION**

**Therefore, Be It Resolved, that the Business Manager be authorized to make the necessary budgetary transfers in conjunction with close out procedures of the prior fiscal year as a result of the adjustment made by the local auditors for the year ended, and to report said transfers to the Wilkes-Barre Area Career & Technical Center Board of Education-Joint Operating Committee upon completion of the audit.**

**BUILDING COMMITTEE REPORT**

Building Superintendent's Report:

- Maintenance repaired the RTU-4 rooftop H.V.A.C. unit. We replaced the fan drive belt.
- Maintenance repaired the student parking lot lights. We repaired the power wires in the quanzite box.
- Maintenance unblocked the oil separator drain line in the Auto Body shop.
- Maintenance replaced the compressor and thermostat on the reach-in cooler for the Horticulture shop.

**SOLICITOR'S REPORT**

Approval is requested for the Settlement Agreement between the Wilkes-Barre Area Career & Technical Center Education Association and the Wilkes-Barre Area Career and Technical Center as per hand-out to Board Members.

**PERSONNEL COMMITTEE REPORT**

1. Ratification is requested for approval since the last Board Meeting for Michelle Oko, Cosmetology Instructor to attend an in-house ZOOM program "Bioelements Skin Care Education" on March 20, 2024 from 12:00 noon to 2:00 p.m. No cost.

**PERSONNEL COMMITTEE REPORT CONTINUED**

- 2. Ratification is requested for approval since the last Board Meeting for David Zaykoski, Drafting Instructor to attend the Creaform 3D Scanners “Lunch and Learn” event on April 16, 2024 in Newark, New Jersey. Cost is mileage only according to policy.

**PRACTICAL NURSING REPORT**

**Informational:**

- The Practical Nursing Program will be hosting its Spring 2024 Career Fair on Monday, April 29, 2024 from 12:00 p.m. to 1:30 p.m. This event will be held at the Practical Nursing Program as per attached flyer.

**ADMINISTRATIVE DIRECTOR’S REPORT**

- 1. Approval is requested for the Official Resolution for Public School Facility Improvement Grant from the Commonwealth Financing Authority in the amount of \$3,000,000.00 to be used for facility improvements. This is contingent upon the approval of the grant.

**Informational Items:**

- The **Diesel students** had a presentation from Ronald Cordts a representative from University Northwestern Ohio (U.N.O.H.) on continuing educational opportunities.
- The **Child Care Students**, along with the Instructor, Nicole Barletta and Teacher Associate Cheryl Thomas traveled to Building Blocks at King’s College to visit the child care center and college on March 14, 2024. No cost to the school.
- On March 15, 2024 April Martinborough of Real by Nature Salon did a presentation on Natural Hair Care, braiding and protective styles for the **Cosmetology I** program.
- **Drafting students** competed in the **NEPA Annual Bridge Building Contest** on Saturday, March 16, 2024 at North Pocono High School. Students competed for the highest efficiency of their bass wood structures. This is determined by the bridge mass and the total weight the bridge can hold before catastrophic failure occurs. This being said, we had three completed bridges according to a strict-criteria set by NEPA Regional Bridge Committee. All three bridges met all specifications and requirements (This is a good thing). So, the students tested as competition bridges, otherwise they would test as practice bridges.

The results were as follows:

|                        |                |               |
|------------------------|----------------|---------------|
| 7 <sup>th</sup> Place  | Dylan Martin   | Hanover       |
| 12 <sup>th</sup> Place | Lily Barbuti   | Old Forge     |
| 13 <sup>th</sup> Place | Andrew Barrett | Pittston Area |

- On April 5, 2024 David Joyce, Co-Operative Education Instructor and David Zaykoski, Drafting Instructor represented the Wilkes-Barre CTC at the Pittston Area Career Fair.